Royal Flying Corps already occupy in Engineering Building:- 279

Room 13 in basement

Imperial Royal Flying Corps

(34)

Royal Flying Corps already occupy in Engineering Building:-

Room 13 in basement

279

57

March 6th, 1917

Major D. L. Allan,

Headquarters, Imperial Royal Flying Corps,

Toronto.

Dear Sir:

I have your letter of March 2nd asking for accommodation in the University of Toronto for the work of the Cadet Wing of the Royal Flying Corps. I shall be glad to lay your letter before the Board of Governors which meets on Thursday of this week, and I have no doubt but that they will readily grant such accommodation as they are able to give, and we hope that this will meet your requirements.

Yours sincerely,

President.

Imperial Royal Flying Corps

MEMO Nov. 1917

55

March 10th, 1917

Major Allan,

Imperial Royal Flying Corps,

Imperial Oil Building,

Toronto.

Dear Major Allan:

As you will have heard by this time the University has granted the Royal Flying Corps the use of the residences and lecture-rooms. There are one or two details with regard to the Residences about which I should like to speak to you at your convenience.

I am,

Yours sincerely,

President.

Royal Flying Corps already occupy in Engineering Building:-

Room 13 in basement
" 38 Top floor
" 39 " "
" 40 " "
" 41 " "

Might be allowed to use at once and until the University opens in the Fall.

Room 18 First Floor
" 25 " "
" 32 Second Floor.

Might be allowed to use after May 18th and until the University opens in the Fall.

Room 45 Top floor
" 46 " "
" 47 " "

I would suggest that the Superintendent should be consulted before the final agreement is drawn, so that such matters, as Building supervision, cleaning, barrack damages, etc., may be satisfactorily arranged.

Royal Flying Corp alreay occupy in Engineering Building:-

289

April 21st, 1917

Lieutenant-Colonel C. Boare,

Royal Flying Corps,

Toronto.

Sir:

I have this morning received your letter informing me that you desire to withdraw your application for the use of the two residences and the Dining Hall.

It is not in my power to give release from the engagement into which you entered with the University. This was an arrangement with the Board of Governors. They will meet next Thursday and I will lay your letter before them. I cannot say what action they will take in regard to it.

Yours sincerely,

President.

April 24th, 1917

Lieutenant-Colonel Hoare,

Headquarters, Imperial Royal Flying Corps,

Toronto.

Dear Colonel Hoare:

I shall be glad to bring your letter before the meeting of the Board of Governors which is to be held on Thursday of this week, and thereafter I will immediately communicate with you.

I am,

Yours sincerely,

President.

IN REPLY, PLEASE ADDRESS "HEADQUARTERS, R.F.C." NOT INDIVIDUAL OFFICERS AND QUOTE REF. A.O/264

281

WMcD/GI.

HEADQUARTERS,
IMPERIAL ROYAL FLYING CORPS,
TORONTO, CANADA.

April 24th., 1917.

The Principal,
Toronto University,
Toronto, Ont.

Dear Sir:

As you are doubtless aware, a Wing of the Royal Flying Corps has been formed in Canada for the purpose of training pilots in order to supply the needs of the various Expeditionary Forces now in the field.

It is desirable to obtain the right class of young men for training as pilots, as these young men will eventually hold His Majesty's Commission. The record of your Institution in supplying Officers to the Canadian Forces has been such that it seems desirable that you should be given this opportunity of rendering assistance to the R.F.C. Canada has already furnished a large number of pilots for the R.F.C. and the War Office has created magnificent opportunities for the training of young Canadians here in Canada.

I should be much obliged if you would peruse the attached Regulations regarding the entrance of candidates into the Cadet Wing of the R.F.C. You will probably have a number of suitable young men who will shortly be leaving your Institution, and who, if they realized the opportunities afforded them, would be eager to come to the R.F.C. I should be much obliged if you would assist me by bringing this proposal to the notice of such young men as you deem suitable, for naturally I would not dream of taking any young men from your Institution whom you might not personally recommend. You will also notice that the consent of the parents is necessary in the case of young men under the age of 21.

In the selection of your candidates it should be realized that it is by no means essential for any youth to have a mechanical knowledge. The type of boy we require is one who has lead a healthy outdoor life and is keen on games and field sports.

In case I have not made myself quite clear in this letter, I shall be very glad to supply any further information which you may desire regarding the R.F.C. If you require any more application forms, I shall be glad to supply you.

I remain,

Yours very truly,

C Hoare.

Lieut-Colonel,
Commanding Royal Flying Corps,
Canada.

SCOTLAND - SOYE

FISHER EXHIBIT

RFC, CANADA

Letter

26 April 1917

IN REPLY, PLEASE ADDRESS "HEADQUARTERS, R.F.C." NOT INDIVIDUAL OFFICERS AND QUOTE
REF. A.O.264.

111

HEADQUARTERS,
IMPERIAL ROYAL FLYING CORPS,
TORONTO, CANADA.

May 16th, 1917.

The Principal,
Toronto University,
Toronto.

Dear Sir:

Referring to my letter of April 25th I wish to make clearer to you what my policy is and how I propose to deal with applications from young men in your College.

I not only want Cadets for immediate service, but also wish to have the names of men who will join some time in the future. A waiting list is being started and all men who apply and are accepted will be registered even should they not be able to come for service for several months. I am prepared to carry this waiting list as far forward as the end of the year, and would like to have the names and addresses of men who would come up for service in each of the intervening months at the rate of about fifty per month.

Further, young men under age who apply should be told that they will be accepted upon reaching the age of eighteen. Their names will then be placed on the list for the month in which they become eligible. I will even go so far as to note the names of candidates who are not of age until some time in 1918.

I anticipate being able to handle five to six hundred Cadets this year and fifteen hundred during 1918. I should very much appreciate any assistance you can give me in obtaining the required supply of Cadets.

Yours faithfully,

D. L. Allen

Major for.
Lieut-Colonel.
Commanding Royal Flying Corps.
Canada.

BVG/K.

5,000—1-17.

ROYAL FLYING CORPS—CANADA

FORM OF APPLICATION FROM CIVILIANS

1. Name of Candidate in full—

   Surname.....

   Christian Name.....

   (To be Printed in Block Capitals.)

2. Date of birth.....

   (Certificate of Birth must be Furnished.)

3. Whether in possession of an Aero Club certificate; if so, state No., date, and where obtained.

4. Whether married.....

5. Whether of pure European descent.....

6. Whether born of natural British subjects or naturalized British subjects.....

7. Profession of Father.....	
8. Permanent address.....	
9. Present address for correspondence.....	
10. Profession or occupation of Candidate for last five years.....	
11. Schools or colleges at which educated, with dates of joining and leaving each establishment.	
12. Whether previously served in any branch of His Majesty's forces or any Government department, giving full particulars. (a) Branch..... (b) Date of joining... (c) Rank or Grade.... (d) Date of leaving... (e) Cause of leaving..	
13. Give previous experience, if any, of internal combustion engines.....	
14. Weight.....	
15. Next of Kin..... Address.....	

The following Certificates are essential:

Certificate to be signed by Field Officer or one of Senior Rank, by a minister of Religion, or by prominent citizen of well known standing.

Certified that I have known.....for.

.....years, that he is of good moral character, and is fit in my opinion to hold His Majesty's Commission.

.....

Address.....

.....

Date.....191.....

Certificate to be signed by Head of recognized educational establishment.

Certified that I have known.....for

.....years, and that he has reached the following standard of education.

.....

.....

.....

Address.....

.....

Date.....191.....

The following Certificate is not essential, but advisable in the candidate's own interest:

N.B.—All candidates will undergo a general medical examination by a medical board whether this Certificate is obtained or not.

Certificate to be signed by an Officer of the R.A.M.C., or C.A.M.C., or any qualified practitioner.

Certified that I have examined..... and that, in my opinion, he has good eyesight, is in good physical condition and is likely to pass medical examination for General Military Service.

Name and Rank.....

Date.....191.....

N.B.—The standard required for Equipment Officers is not necessarily to include perfect eyesight.

[illegible] forward certificates of general character, ability [illegible]

[illegible] is necessary if candidate is under twe[illegible]

[illegible]

[illegible] of [illegible] _____

Date _____

Signature [illegible]

If Candidate is under twenty-one years of age _____

Regulations for the selection in Canada of candidates for admission to the Royal Flying Corps Cadet Wing, with a view to appointment as Flying or Epuipment Officers holding temporary commissions in the Regular Army (Imperial) for the period of the War.

NOTES.

£1 may be taken as equivalent to $5; 1s. as 25 cents; 1d. as 2 cents. The term "Aviator's Certificate" in these Regulations refers to a certificate issued by an Aero Club under the auspices of the Federation Aeronautique Internationale.

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1. THE FOLLOWING ARE THE REGULATIONS UNDER WHICH CANDIDATES ARE SELECTED IN CANADA FOR SERVICE IN THE ROYAL FLYING CORPS, (Military Wing).

2. CANDIDATES WILL BE REQUIRED TO FULFIL THE FOLLOWING CONDITIONS:—

(a) Be between the ages of 18 and 25 (in the case of those desiring ultimately to become Flying Officers).

(b) Be between the ages of 19 and 40 (in the case of those desiring ultimately to become Equipment Officers).

(c) Be of pure European descent and the sons either of natural born or naturalized British subjects. In doubtful cases the burden of clear proof will rest upon the candidate.

(d) Be reported fit for active service in the Royal Flying Corps in accordance with the standard of physical fitness laid down for that Corps.

3. APPLICATIONS FOR APPOINTMENT SHOULD BE MADE TO HEADQUARTERS ROYAL FLYING CORPS, TORONTO, ON THE ACCOMPANYING FORM.

The application form is to be filled in by the parent or guardian of the candidate who is not above the age of 21. After receipt of the completed application form, candidates who appear likely to fulfil requirements will be invited to appear before a representative of the Royal Flying Corps, by whom they will be interviewed, and their credentials (which will be furnished with the form of application) examined.

No refund of travelling or other expenses in connection with interviews regarding appointment will be admissable.

Details of the credentials required are given in the application form referred to above. They will include reports from the Headmaster of the last educational establishment the candidate attended, from persons under whose authority the candidate may have been during the preceding several years, or from persons who are well acquainted with the character of the candidate. The representative will decide therefrom on the suitability or otherwise of the candidate with regard to his abilities and general character.

A representative will visit various large towns from time to time to interview prospective candidates. Prospective candidates should complete attached application form and will then be notified when representative will visit their particular district.

4. Candidates will undertake liability for service in any part of the world, in connection with any type of aircraft. They will be requried to be attested in the Royal Flying Corps as third Class Air Mechanics.

5. WHEN FINALLY APPROVED OF CANDIDATES WILL BE ORDERED TO:—

(a) Report themselves at Headquarters Royal Flying Corps, Canada, in order to receive their instructions regarding proceeding to England for training, or—

(b) Report themselves at Headquarters, or any other locality which may appear convenient to the Officer Commanding Royal Flying Corps, Canada, in order to carry out their training in Canada.

6. Those selected to proceed to England will be granted transportation second class for the journey from their homes to port of embarkation in Canada. Travelling allowance at the rate of 10s. ($2.38) will be admissable for each night necessarily occupied on the journey to the port of embarkation in Canada and passage, second class, by transport when possible, to the port of disembarkation in England.

7. No other allowance or pay will be admissable until the date of their enlistment, which will be carried out at the port of disembarkation in England, where they will be attested in the Royal Flying Corps as third class Air Mechanics, finally approved, and attached to the Royal Flying Corps Cadet Wing to undergo a course of instruction, in order to qualify for appointment to a temporary commission in the Regular Army (Imperial) for duty with the Royal Flying Corps.

8. Travelling warrants will be provided from port of disembarkation in England to wherever cadets may be ordered to proceed in order to undergo their course of instruction.

9. No refund will be made on account of gratuities, etc., given on the journey.

10. Whilst serving in the Royal Flying Corps Cadet Wing, in England, they will receive the pay of their rank, 1s. (24c) per day. Accommodation and messing will be provided and they will be supplied with a complete outfit of clothing and necessaries as laid down for Recruits for the Regualr Army (Imperial). Whilst serving as Cadets they will, if married, also receive separation allowance at the rates laid down in Appendix A.

11. Candidates will clearly understand that Officers of the Imperial Army are not entitled to separation allowance in any shape or form.

12. The course of instruction will last about four months, and will include preliminary instruction in flying; two months at the Royal Flying Corps Cadet Wing Denham, Buck., and the remaining period at School of Military Aeronautics, Royal Flying Corps. On completion they will, if recommended as suitable in all respects, be granted a commission.

13. If they are not recommended at the end of the course, or if they prove themselves to be unsuitable as pilots at any time during the course, they will, if recommended as suitable in every way to be Infantry Officers, be transferred to an Officer Cadet Battalion, with a view to qualifying for commissions in the Infantry. If they fail to reach the required standard in the Officer Cadet Battalion, they will be given the choice of joining the Canadian or Imperial Forces, as a private soldier, or receiving their discharge, in which case they will be given a third class passage back to Canada.

14. Pay at the rate of 7s. 6d. ($1.79) a day will commence from date of commission together with allowances or issues in kind in lieu. The allowances referred to are ration allowance, at present 1s 7d. (.39c) a day, and lodging, fuel and light allowances (about) 2s. 6d. (.60c) a day. They are only issuable if provision of food and accommodation is not made in kind. They will also receive £50 ($238.25) outfit allowance. £8 ($38.12) of this is advanced to them whilst Cadets, for the purpose of special walking out tunic, belt, etc., as for an Officer.

15. After being commissioned, and while under instruction in flying, they will receive an additional 4s. (.95c.) a day flying pay.

On graduating as Flying Officers they will be granted pay at the rate of 12s. ($2.86) a day, plus 8s. ($1.90) a day Flying Pay, and the usual allowances or issues in kind.

16. Those Cadets selected for training in Canada will, on reporting for duty, be attested in the Royal Flying Corps, Canada, as third class Air Mechanics. They will receive transportation from their homes to the place where they are ordered to report for duty.

17. Whilst serving in Canada they will be paid at the rate of $1.10 per day. Whilst actually undergoing instruction in flying in Canada, they will be entitled to 25 cents per day Flying Pay, until they have qualified for their Royal Aero Club Certificate, when they will be entitled to 50 cents per day Flying Pay. They will receive a grant of £8 ($38.12) to enable them to purchase special walking out tunic, belt, etc., The actual cost of the outfit will be somewhat in excess of this allowance. The Cadet will have to contribute $15.00 or $20.00 out of his own pocket.

18. They are entitled to separation allowance under the same conditions as men in the Canadian Expeditionary Force and at the same rate. *i.e.*, Privates, $20.00 per month.

19. They will carry out either a portion or the whole of their training in Canada. The decision of the Officer Commanding is final on this point.

20. They will proceed to England when instructed by Officer Commanding under the same conditions as laid down in Paragraphs 6. 7. and 8.

21. They will come, from date of embarkation, on English rates of pay, *i.e.*, 1s. (.24c.) per day, and English conditions of separation allowance. (See Appendix A.)

22. On arrival in England they will continue their training under similar conditions to those of the Cadets who proceed direct.

23. As they will have already completed a considerable portion of their training in Canada, the period of their training in England will be much shorter than those who proceed direct.

They will serve in England under exactly the same conditons of service, allowances, outfit grant, etc., as those Cadets who proceed direct to England, mentioned in Paragraphs 5-A.

24. They will naturally not be advanced a further allowance for Cadet's uniforms, having already received this in Canada.

On qualification they will be appointed Flying Officers and draw the usual rate of pay, etc., as laid down in Paragraphs 14 and 15.

APPENDIX A.

Statement showing the special rates of separation allowance (exclusive of allotments from soldier's pay) issuable weekly to families of British soldiers resident in the undermentioned Dominions.

CANADA.

	Privates, 1st, 2nd and 3rd Class Air Mechanics.	Flight-Serjeant and Serjeant.	Warrant-Officer Class 1.
	s. d.	s. d.	s. d.
For wife only	11 1 ($2.63)	11 1 ($2.63)	19 3 ($4.59)
For wife and 1 child	14 7 ($3.47)	15 2 ($3.61)	23 4 ($5.56)
For wife and 2 children	18 1 ($4.31)	19 3 ($4.59)	27 5 ($6.53)
For wife and 3 children	21 7 ($5.14)	23 4 ($5.56)	31 6 ($7.50)
For wife and 4 children	24 6 ($5.84)	26 3 ($6.25)	34 5 ($8.20)

With an increase of 2s. 11d. (.69c.) per week for each additional child. Motherless children 5s. ($1.19) per week each child.

IN REPLY, PLEASE ADDRESS "HEADQUARTERS, R.F.C." NOT INDIVIDUAL OFFICERS AND QUOTE
REF. Enc. 6 to A.O.84. (A.O.1).

HEADQUARTERS,
IMPERIAL ROYAL FLYING CORPS,
TORONTO, CANADA.

DLA-KM.

May 17, 1917.

President Falconer,
University of Toronto.
Toronto.

Dear President Falconer,-

Please excuse me for not having answered your letter of the 12th instant, enclosing Agreement to be signed regarding our occupation of University Buildings.

Colonel Hoare is absent from the City at present, and I would like to get in touch with him before signing the Agreement.

Yours faithfully,

D. L. Allen.

Major,
for Lieut-Colonel,
Commanding Royal Flying Corps,
Canada.